

State of Wisconsin Department of Public Instruction

MILWAUKEE PARENTAL CHOICE PROGRAM HOURS OF INSTRUCTION CALCULATION TOOL FOR YEAR ENDING JUNE 30, 2011

	SCHOOL NAME						
Sample Grades 1-12 School							
А	DMINISTRATOR NAME TYPE OR PRINT	ADMINISTRATOR'S TITLE					
	Mark Leonard Principal						
I hereby certify, as School Administrator, that the hours included herein are my anticipated hours. I further certify that I have included all days that the school will not be open and any days that have reduced hours. I am also aware that payments may be withheld if the school moves the last day of class to an earlier date, even if the required hours of instruction have been reached.							
DPI ADMINISTRATOR OF RECORD SIGNATURE							
Mark Leonard							
DATE SIGNED:	9/14/2010						

Put an X next to each grade the school has:

Grade	
K4	X
K5	Х
1-6	X
7-12	Х

Required Hours	Scheduled Hours
Do not report K4 hours on this form.	
Do not report K5 hours on this form.	
1,050	1,093
1,137	1,243

Tabs to Complete:

Grades 1-6 hours must be completed. Grades 7-12 hours must be completed.

EACH TAB WITH REQUIRED HOURS MUST BE SUBMITTED.

MUST BE **RECEIVED** BY DPI NO LATER THAN 4:30 P.M. October 1, 2010

Sample Grades 1-12 School HOURS OF INSTRUCTION CALCULATION TOOL GRADE K4

Required Hours	Do	not report	K4 hours	on this form.			
STEP 1: Insert the day that school wil Beginning Date	l begin and t	the day that	will school	will end. Ending Date			
STEP 2: What are the total number of ending date of school. Include all wweek.			• •	~	-		
Number of Weeks							
STEP 3: Insert the number of hours are for pupils to transfer between classes	es but do no	t include lur		•	rs include reces	ss and time	
Sunday Monday Tuesday Wednesday Thursday Friday Saturday Total Weekly Hours	Monday Tuesday Wednesday Thursday Friday Saturday						
STEP 4: List any vacation days or partial days between the beginning and ending date of school. Indicate the number of hours that the school day will be reduced by. For example, if you are having school for 2 hours on January 3rd and you normally have a 6 hour school day, insert 4 hours for January 3rd. You could also enter several days that school will not be in session in one cell by placing the dates that school will not be in session (for instance from 12/27/10-12/31/10) in the "Date(s)" column and inserting the total number of hours and minutes that school will not be in session. Days Off/Partial Days							
Date(s)	Hours	Minutes	ı	Date(s)	Hours	Minutes	
1			11				
2			12 13				
4			14				
5			15				
6			16				
7			17				
8			18				
9			19				
10			20				

Number of Instruction Hours

Sample Grades 1-12 School HOURS OF INSTRUCTION CALCULATION TOOL GRADE K5

Requ	uired Hours	Do	not report	K5 hours	on this form.]	
STEP 1: Insert the day that school will begin and the day that will school will end.							
	nning Date		·		Ending Date		
ending date of so week.		· ·		• •	between the beginning n for certain weeks or i		
for pupils to tran Sund Mone Tuese Wede Thurs Frida Satur	sfer between class ay day day nesday sday y				day of the week. Hours	include reces	ss and time
hours that the so normally have a be in session in o	chool day will be re 6 hour school day, one cell by placing t	duced by. Foinsert 4 hours he dates that	or example, rs for Januai it school wil mber of hou	if you are h ry 3rd. You I not be in s	d ending date of school aving school for 2 hour could also enter severa ession (for instance fro ites that school will not bate(s)	s on January : Il days that so m 12/27/10-2	3rd and you hool will not 12/31/10) in
1	Dutc(5)	liouis	- Trimidees	11	Date(5)	110413	Williates
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
۵				12			

Number of Instruction Hours

19 20

Sample Grades 1-12 School HOURS OF INSTRUCTION CALCULATION TOOL GRADES 1-6

Required Hours				1,050)	
STEP 1: Insert the day that school wi	ll begin and t	the day that	will school	will end.		
Beginning Date	Ī	9/1/10		Ending Date	6/14/11]
STEP 2: What are the total number o	f weeks (Sur	nday througl	h Saturday)	between the beginni	ng date of scho	ool and
ending date of school. Include all w	eeks, even if	f the school	has vacatio	n for certain weeks o	r if the week is	a partial
week.						
Number of Weeks		42				
STEP 3: Insert the number of hours a	nd minutes (of instructio	n for each o	day of the week. Hou	rs include rece	ss and time
for pupils to transfer between class	es but do no	t include lur	nch periods.			
	Hours	Minutes				
Sunday						
Monday	5	30				
Tuesday	5	30				
Wednesday	5	30				
Thursday	5	30				
Friday	5	30				
Saturday						
Total Weekly Hours	25	150				
STEP 4: List any vacation days or par	tial days het	ween the be	eginning and	d ending date of scho	ol. Indicate th	e number of
hours that the school day will be re-	•			-		
normally have a 6 hour school day,	•		•	•	•	•
be in session in one cell by placing t			-		-	
the "Date(s)" column and inserting				·		· · · · · · ·
the Date(3) column and inserting	the total han		Partial Days		ot be 111 3e33101	1.
Date(s)	Hours	Minutes		Date(s)	Hours	Minutes
1 12/27/10-12/31/10	27	30	11			
2 1/3/11	4		12			
3 4/15/11	3		13			

Number of Instruction Hours

1,093

Sample Grades 1-12 School HOURS OF INSTRUCTION CALCULATION TOOL GRADES 7-12

Required Hours			1	,137
STEP 1: Insert the day that school wil	l begin and t	he day that	will school will end.	
Beginning Date		9/1/10	Ending Date	6/14/11
STEP 2: What are the total number or ending date of school. Include all www.week. Number of Weeks				
STEP 3: Insert the number of hours a			•	Hours include recess and time
or pupils to transfer between classe			nch periods.	
_	Hours	Minutes		
Sunday				
Monday	6	15		
Tuesday	6	15		
Wednesday	6	15		
Thursday	6	15		
Friday	6	15		
Saturday				
Total Weekly Hours	30	75		
STEP 4: List any vacation days or par	tial days bet	ween the b	eginning and ending date of	school. Indicate the number of

STEP 4: List any vacation days or partial days between the beginning and ending date of school. Indicate the number of hours that the school day will be reduced by. For example, if you are having school for 2 hours on January 3rd and you normally have a 6 hour school day, insert 4 hours for January 3rd. You could also enter several days that school will not be in session in one cell by placing the dates that school will not be in session (for instance from 12/27/10-12/31/10) in the "Date(s)" column and inserting the total number of hours and minutes that school will not be in session.

			Days Off/I	Partial Days
	Date(s)	Hours	Minutes	_
1	12/27/10-12/31/10	31	15	11
2	1/3/11	4		12
3	4/15/11	3		13
4				14
5				15
6				16
7				17
8				18
9				19
10				20

	Date(s)	Hours	Minutes
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Number of Instruction Hours

1,243